

**PERSONNEL
COMBAT READINESS TRAINING CENTER (CRTC)**

- 1. Objective.** As prescribed in AFI 38-201, *Determining Manpower Requirements*, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower required to accomplish the tasks described in the work center description for varying levels of workload volume.
- 2. Authority.** AFMAN 37-series, AFI 37-series, and AFI 51-series of Air Force and Air National Guard (ANG) directives contain USAF and command policy and procedural guidance for the Personnel work center. This ANGMS has been developed in accordance with procedures contained in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes*, and is the result of a functional review.
- 3. Applicability.** This standard applies to the CRTC's located at Phelps Collins ANGB, Alpena, MI; Volk Field ANGB, Camp Douglas, WI; Savannah International Airport, Garden City, GA; and Gulfport-Biloxi Regional Airport, Gulfport, MS. This standard applies to peacetime operations only.
- 4. Standard Data:**
 - a. Classification. Type III.
 - b. Approval Date. 4 April 1995.
 - c. Manpower Data Source. Staffing Pattern.
 - d. Standard Manpower Equation. $Y = 1$ (Constant Manpower).
 - e. Workload Factor. N/A.
- 5. Application Instructions.** This work center requires constant manpower of one. No other application instructions apply.
- 6. Statement of Conditions.** The conditions listed below had no effect on the development of this standard, nor will they affect future applications. Analyses of these levels of service indicate no manpower impact:
 - a. Minimum response rates.
 - b. Minimum manpower levels.
 - c. Standardized crew complements.
 - d. Safety considerations.
 - e. Aircraft turn-around time.
 - f. Length of waiting periods.
 - g. Levels of backlog.
 - h. Hours of operation.

DONALD W. SHEPPERD
Major General, USAF
Director, Air National Guard

OFFICIAL

DEBORAH GILMORE
Chief
Administrative Services

- 2 Attachments**
1. Work Center Description
2. Standard Manpower Table

WORK CENTER DESCRIPTION

PERSONNEL

DIRECT:

1. ORDERLY ROOM:

1.1. PROCESSES DUTY STATUS CHANGE. Ensures accuracy of duty status of assigned personnel and makes change as necessary. Types form and forwards to Consolidated Base Personnel Office (CBPO). Maintains suspense, posts change when returned from CBPO, and updates status board or local strength document. Distributes copy to appropriate personnel.

1.1.1. PROCESSES AF FORM 2096, CLASSIFICATION/ON-THE-JOB TRAINING ACTION.

1.1.2. PROCESSES AF FORM 2098, DUTY STATUS CHANGE.

1.2. PROCESSES INCOMING MEMBER. Prepares documentation for in-processing member. Forwards the medical record, supply record, and training record to the appropriate work center.

1.3. PROCESSES OUTGOING MEMBER. Prepares documentation for out-processing member and forwards to CBPO.

1.4. MAINTAINS PERSONNEL RECORD. Creates and maintains a geographically separated unit personnel record, updates record as change occurs, and assists member with annual review.

1.5. MONITORS UNIT MANPOWER DOCUMENT. Reviews unit manpower document for currency and accuracy. Takes corrective action when necessary.

1.6. MONITORS PERSONNEL UTILIZATION. Reviews unit personnel utilization, recommends assignment/reassignment action when necessary, and prepares appropriate documentation.

1.7. PROCESSES OFFICER PERFORMANCE REPORT (OPR). Receives listing and screens for OPR due date. Establishes and maintains suspense. Forwards required form to rater for preparation and ensures OPR is forwarded to additional rater and endorser. Provides guidance to rater and performs quality review of draft OPR. Prepares and forwards completed OPR to CBPO.

1.8. MONITORS MILITARY DUTY PERSONNEL PERFORMANCE RATING. Receives listing and screens for rating due date. Establishes and maintains suspense. Forwards required form to rater for preparation and ensures rating is forwarded to additional rater and endorser. Provides guidance to rater and performs quality review of draft rating. Prepares and forwards completed rating to CBPO.

1.9. MONITORS WEIGHT/FITNESS PROGRAM. Conducts weigh-in, schedules weight evaluation, prepares documentation, and monitors individual on the weight management program. Documents the fitness testing result, updates the personnel data system, and processes annual physical fitness questionnaire.

1.10. MONITORS DEPENDENT CARE. Processes change in member's dependent care arrangement, notifies the commander and CBPO, processes annual recertification, and briefs unit personnel.

1.11. PROCESSES LINE OF DUTY (LOD) DETERMINATION ACTION. Obtains information for NGB Form 348, Line of Duty Determination, coordinates with the unit's Medical Services work center, and prepares the LOD form.

1.12. PROCESSES REENLISTMENT AND EXTENSION OF ENLISTMENT. Receives listing and screens for eligibility. Forwards listing to the member's immediate supervisor for recommendation. Forwards recommendation to the commander for concurrence and signature. Prepares and forwards required documentation and completed eligibility roster to CBPO.

1.13. MONITORS INCENTIVE PROGRAM. Determines member's eligibility and notifies unit commander. Prepares and forwards documentation to the Career and Education manager.

1.14. PROCESSES VOLUNTARY SEPARATION. Assists member with application, screens personnel record for eligibility, and requests discharge order from CBPO. Forwards application requiring higher authority approval through appropriate channel.

1.15. PROCESSES INVOLUNTARY SEPARATION. Prepares required documentation, forwards to CBPO, and monitors status of package. Prepares discharge order and required documentation.

1.16. PROCESSES APPLICATION FOR CONDITIONAL RELEASE. Prepares conditional release application and forwards to CBPO.

1.17. PROCESSES VOLUNTARY RETIREMENT. Prepares AF Form 131, Application for Transfer to the Retired Reserve and other required documentation and forwards to CBPO.

1.18. PROCESSES INVOLUNTARY RETIREMENT. Prepares and forwards notification letter to member. Prepares letter requesting separation order from CBPO. Prepares AF Form 131 and forwards to CBPO.

1.19. PROCESSES ANG OFFICER COMMISSIONING AND APPOINTMENT. Screens individual's prior service military record, determines eligibility for commission and appointment, and schedules the Air Force Officer Qualification Test and commissioning physical. Forwards appointment package through appropriate channels to appointment approval authority. Prepares application for training, requests Federal recognition board, and appointment special order.

1.20. PROCESSES APPLICATION FOR ENLISTED PROMOTION. Receives recommendation for promotion, verifies member's qualification, prepares necessary documentation, and forwards through appropriate channel and approval authority. Submits completed promotion package to CBPO.

1.21. PROCESSES APPLICATION FOR OFFICER PROMOTION. Determines eligibility and assists the unit commander with preparation of the promotion recommendation. Forwards recommendation through appropriate channel and promotion authority.

1.22. PROCESSES DEMOTION ACTION. Notifies member of pending demotion and compiles unfavorable correspondence. Requests demotion action through CBPO, maintains suspense file pending approval, and publishes demotion when approved.

1.23. MANAGES MILITARY DECORATION. Assists initiator in preparing justification and requests decoration Report on Individual Personnel from CBPO or Personnel Concept PCIII. Prepares citation, obtains initiator's signature, and forwards documentation to CBPO.

1.24. PROCESSES SERVICE AWARD. Screens award presentation listing, notifies unit commander of award recipient, and forwards approval roster to CBPO. Receives and prepares award for presentation to member.

1.25. MAINTAINS AWARD AND DECORATION SUPPLY. Prepares required form requesting award and decoration from Base Supply, CBPO, or State Headquarters. Receives award and decoration and stores.

- 1.26. MANAGES FREEDOM OF INFORMATION ACT AND PRIVACY ACT PROGRAMS.** Advises personnel of applicable regulation, disseminates appropriate information, prepares AF Form 771, Accounting of Disclosures, screens correspondence for compliance with regulation, and prepares annual report of disclosure.
- 1.27. PREPARES, PROCESSES, AND MAINTAINS ADMINISTRATIVE ORDER.** Receives request and obtains and authenticates fund cite. Prepares, publishes, and distributes order.
- 1.28. DRAFTS OR EDITS CORRESPONDENCE.** Drafts or edits letter, message, report, requisition, operating instruction, plan, roster, form, and other correspondence.
- 1.29. TYPES.** Types letter, message, report, regulation, operating instruction, plan, roster, form, and other correspondence.
- 1.30. PROCESSES TIME AND ATTENDANCE DOCUMENTATION.** Processes AF Form 988, forwards to the appropriate agency, and maintains unit leave log.
- 1.31. PROCESSES AND MAINTAINS OFF-DUTY EMPLOYMENT REQUEST FOR ACTIVE GUARD/RESERVE PERSONNEL.**
- 1.32. MAINTAINS AND ORDERS OFFICE MACHINE AND SUPPLIES.** Initiates AF Form 9, Request for Purchase, for equipment not under contract, and forwards to base contracting. Files billing receipt in support of service.
- 1.33. MAINTAINS UNIT LOCATOR FILE.** Prepares unit locator file and updates as change occurs through PCIII.
- 1.34. PREPARES DOCUMENTATION FOR NONJUDICIAL ACTION.** Prepares required documentation and forwards completed action to CBPO.
- 1.35. PREPARES FOR UNIT COMMANDER'S CALL.** Coordinates activity, assembles material, schedules, and prepares facility.
- 1.36. PREPARES AND PROCESSES MILITARY IDENTIFICATION (ID) CARD.** Safeguards controlled item, receives request, determines eligibility, and prepares ID card application.
- 1.37. SCHEDULES MEMBER FOR OFFICIAL PHOTOGRAPH.** Receives notification of official photograph requirement, coordinates appointment, and forwards completed photograph to CBPO.
- 1.38. PROCESSES AF FORM 526, ANG/USAFR POINT CREDIT SUMMARY.** Receives summary, reviews for discrepancy, and forwards to member. Takes corrective action when necessary.
- 1.39. REPORTS DISCREPANCY IN MILITARY PERSONNEL RECORD.** Prepares letter requesting correction with source document attached and forwards to CBPO.
- 1.40. ASSISTS MEMBER ON THE SURVIVOR BENEFIT PLAN.** Counsels member and assists in preparing necessary documentation.
- 1.41. REPORTS CASUALTY.** Verifies status of casualty, provides assistance to member's family, and notifies CBPO.
- 1.42. MAINTAINS UNIT ALERT ROSTER.** Prepares and updates unit alert roster.

1.43. PROCESSES DD FORM 93, RECORD OF EMERGENCY DATA. Prepares DD Form 93 and reviews with member for accuracy and currency. Updates or reaccomplishes form when necessary, files unit copy, and forwards remaining copies to CBPO or appropriate agency.

1.44. PROCESSES AF FORM 1745, ADDRESS CHANGE FORM. Provides assistance to member, forwards to CBPO, and updates PCIII.

1.45. PROCESSES PERSONNEL SECURITY CLEARANCE. Initiates request for investigation and security clearance, requests tracer action on past due request, and maintains Automated Security Clearance Approval System and unit security roster.

1.46. PROCESSES REINVESTIGATION SECURITY CLEARANCE. Reviews draft DD Form 398/398-2, Personnel Security Questionnaire, for accuracy. Prepares required documentation and forwards package to the appropriate agency.

1.47. PERFORMS WORKDAY ACCOUNTING. Receives Workday Issue Document, annotates addition, subtracting, and change to form. Files source document, performs quarterly reconciliation, and monitors usage.

1.48. ARRANGES TEMPORARY DUTY (TDY). Coordinates with the host base Transportation Management Office (TMO) to arrange air transportation for member, forwards TDY order to TMO, briefs member on TDY requirement, and issues TDY package.

1.49. OPERATES INCOMING/OUTGOING ADMINISTRATIVE DISTRIBUTION CENTER. Receives, processes, and distributes incoming/outgoing classified/unclassified correspondence.

1.50. MAINTAINS FUNCTIONAL/MASTER PUBLICATION LIBRARY. Requisitions, receives, posts, and files publication. Conducts periodic inventory and self inspection to ensure publication is current and up-to-date, correctly posted, and appropriately filed.

1.51. MAINTAINS DOCUMENTATION FILE. Reviews correspondence for correct coding and sorts and files document.

1.52. ADMINISTERS RECORDS MANAGEMENT PROGRAM. Annually performs staff assistance visit to office of record, inspects file for compliance with directive, and reviews and approves file plan. Reviews and approves request for additional office equipment/supplies. Prepares survey of office filing system.

1.53. PROCESSES COMPUTER GENERATED REPORT. Receives report from CBPO, reviews for accuracy, and updates as required.

1.54. PROCESSES VASGLV8386, SERVICEMEN'S GROUP LIFE INSURANCE ELECTION. Provides assistance to member, authenticates, and forwards form to CBPO.

2. TRAINING:

2.1. ADMINISTERS ON-THE-JOB (OJT) TRAINING PROGRAM. Evaluates personnel, briefs management on status, issue, policy, and personnel progress. Identifies training deficiency, evaluates possible solution, and recommends improvement. Recommends change to local policy and procedure.

2.1.1. ENTERS ELIGIBLE PERSONNEL IN OJT.

2.1.2. BRIEFS TRAINEE ON OJT PROGRAM.

2.1.3. IDENTIFIES PERSONNEL IN OVERTIME AND EXCESSIVE TRAINING STATUS AND RECOMMENDS CORRECTIVE ACTION.

2.1.4. PERFORMS STAFF ASSISTANCE VISIT. Evaluates overall effectiveness of the training program and prepares report.

2.2. ADMINISTERS EXTENSION COURSE INSTITUTE/CAREER DEVELOPMENT COURSE PROGRAM. Determines requirement and eligibility, prepares request, and forwards to CBPO. Provides assistance and advice to supervisor/trainee.

2.3. ADMINISTERS AND CONTROLS END-OF-COURSE TESTING. Maintains test log, performs monthly inventory of test material, reviews test result, destroys test material, and annotates test log.

2.4. MONITORS/PROCESSES MILITARY PERSONNEL CLASSIFICATION, TRAINING, AND REASSIGNMENT ACTION. Coordinates impact training status on AF Form 2096.

2.5. ADMINISTERS ANCILLARY TRAINING PROGRAM. Coordinates ancillary training schedule and ensures ancillary training is conducted and documented.

2.6. ADMINISTERS FORMAL TRAINING PROGRAM:

2.6.1. PROJECTS ANNUAL FORMAL TRAINING REQUIREMENT.

2.6.2. PREPARES AND PROCESSES APPLICATION FOR TRAINING. Receives request, verifies eligibility, and counsels applicant on special requirement. Receives approval or disapproval, notifies individual, and requests order.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the Standard Indirect Description.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Personnel/FAC 1620TC			Constant Manpower								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Personnel	732X0	AGR	1								
TOTAL			1								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											